

Supervising Dentist, Correctional Facility



Department of Corrections & Rehabilitation

OPEN – STATEWIDE

SR12 - 9371

7PB53

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.

LOCATION This examination is administered by the State Personnel Board utilizing the Internet.

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time. Once you have taken the Training and Experience Evaluation examination, you may not retest for six (6) months.

HOW TO APPLY The Training and Experience Evaluation is available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Evaluation. The application form for Supervising Dentist, Correctional Facility is contained within the Internet process therefore a standard state application is not necessary.

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA, also has Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.

If you are not familiar with the Internet, you may have a friend or family member assist you. You may apply and take the examination on the Internet by connecting to the following online instructions:

http://www.spb.ca.gov/jobs/exams/exam_start.htm

Please note that the Internet system will be unavailable on Tuesday between 7:00 a.m. and 1:00 p.m., (Pacific Standard Time), for processing and maintenance. **Do not** begin the application process on the Internet during this time, as your record will **not** be processed. It takes approximately one hour to complete the Application, and the Training and Experience Evaluation, on the Internet. If you begin the examination before 7:00 a.m. on Tuesday, be sure to allow sufficient time to complete the process.

APPLICATION DEADLINE/ REQUIREMENTS

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she submits his or her application.

SALARY

Salary as of (June 10, 2008):

\$20,561.00 - \$24,053.00

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plans)
 - \$100 Monthly Bilingual Differential Pay
 - 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
 - 75% Reimbursement of Public Transit Passes, \$65 maximum per month
 - Flexible work hours (management discretion)
 - Pre-tax parking (where applicable)
 - Fourteen (14) paid holidays
 - Generous paid vacation/sick leave or annual leave
 - Jury duty/military/bereavement leave
 - Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
 - Pre-retirement death benefit
 - Dependent Care Program
 - Employee Assistance Program
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**POSITION
DESCRIPTION**

This is a first line supervisory class responsible for supervising the work of the Dentist, Correctional Facility and ancillary dental staff. Under the direction of the Chief Dentist, Correctional Facility, the Supervising Dentist, Correctional Facility, oversees the dental services in a correctional facility; provides leadership, training, and clinical instruction; charts reviews; serves as a consultant on unusual or difficult cases, and ensures compliance with the Dental Policies and Procedures.

Positions exist at Adult institutions statewide and at Headquarters in Sacramento within the Department of Corrections and Rehabilitation.

**MINIMUM
QUALIFICATIONS**

Note: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

Possession of the legal requirements for the practice of dentistry in California as determined by the California Board of Dental Examiners.

(Applicants may be admitted to the examination prior to meeting these requirements, but the Board of Dental Examiners must determine that all legal requirements have been met before candidates will be eligible for appointment.)

AND

Education: Graduation from an approved dental school.

AND

Either I

Experience: Two (2) years of professional dental experience in a California State Institution.

Or II

Experience: Three (3) years of experience in the practice of dentistry including one (1) year of dental experience on the staff of a hospital or clinic or in the armed services.

EXAMINATION PLAN

This examination will consist of a Training and Experience evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Training and Experience Evaluation --- Weighted 100%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. Modern methods and principles of general dentistry and dental surgery including its preventive aspects and skill in their application
2. Oral hygiene and prevention and treatment of diseases of the mouth
3. Principles and priorities of personnel management and effective supervision
4. Promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment
5. Inmate Appeals (CDC 602) program

Ability to:

1. Prescribe and fit dental prostheses
2. Analyze situations accurately and take effective action
3. Maintain effective working relationships with health care professionals and others
4. Provide adequate clinical records review for patients' treatments and adherence to established clinical policies and procedures
5. Provide clinical instruction to the Dentist, CF
6. Apply modern methods and principles of general dentistry and dental surgery including its preventive aspects
7. Plan, organize and direct the work of a group of professional and ancillary dental personnel
8. Estimate future requirements for dental equipment and supplies
9. Coordinate the dental program with other institutional programs
10. Keep records and prepare reports
11. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

**ELIGIBLE LIST
INFORMATION**

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The names of successful competitors will be merged into the list in order of final scores, regardless of test date. Eligibility expires **12** months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after six (6) months.

**VETERANS'
PREFERENCE
CREDITS**

Veterans' Preference credits will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION – (916) 322-2545

California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov